

# Non-Filer Notification



- ◆ Notify Non-Filers
- ◆ Enforcement Referrals



## *Notify Non-Filers*

Filing officers must promptly notify all persons and known committees which have failed to file a statement required by law in a timely manner.

When, upon reviewing your agency's campaign statement log, you become aware that a candidate, officeholder, or committee has an obligation to file a campaign disclosure statement and has failed to do so, you must notify the candidate, officeholder, or committee of the obligation to file a statement.

You may notify the candidate, officeholder or committee by telephone. Example letters are available from FPPC and may be used when sending written notice or specific written notice. Feel free to use these letters or to edit the letters to suit your specific needs.

Keep a record of the call, written notice, or specific written notice.

## *Tip*

- ◆ When you set up your log of campaign statements filed, use a format that will allow you to automatically generate address labels to be used for any correspondence with the filer.

## *Enforcement Referral Sheet*

To expedite an enforcement referral, use the Campaign Disclosure Statements Non-Filer Enforcement Referral sheet attached to this fact sheet. Two written notifications must be made **before** referring matters to the Commission's Enforcement Division.

# Campaign Disclosure Statements

## Non-Filer Enforcement Referral

In order to expedite the enforcement referral, please complete the information below.

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### I. Filing Official

Contact Person: \_\_\_\_\_ City/County: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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### II. Non-Filer

Name: \_\_\_\_\_ Office Sought: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Bus. \_\_\_\_\_ Home: \_\_\_\_\_

Date of Election: \_\_\_\_\_ Incumbent ☐ Non-Incumbent ☐  
(If applicable)

Type of Statement: \_\_\_\_\_ Date Due: \_\_\_\_\_

Period Covering: \_\_\_\_\_ Number of Prior Filings: \_\_\_\_\_

**(Attach copy of Form 410 and most recent statement filed)** (If applicable)

Number of Prior Late Filings: \_\_\_\_\_

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### III. Notifications: (Attach copy of written notifications)

Date: \_\_\_\_\_ Verbal ☐ Written ☐ Date: \_\_\_\_\_ Verbal ☐ Written ☐

Date: \_\_\_\_\_ Verbal ☐ Written ☐ Date: \_\_\_\_\_ Verbal ☐ Written ☐

**Please note:** Two notifications must be sent before referring this matter to the Fair Political Practices Commission Enforcement Division for consideration for formal enforcement action.

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If you have any questions, please call the Enforcement Division at (916) 322-5660. Return the completed form and attachments to: Fair Political Practices Commission, Enforcement Division, 428 J Street, Suite 620, Sacramento, CA 95814.